Wisconsin Association of FFA
2004-05 Membership Procedures

Please review and use these guidelines when completing and submitting membership information:

- All Excel roster files must be named using the following naming convention:
    - WIXXXX-I or WIXXXX-S, where
    - XXXX is the chapter number, and
    - I = Initial or S = Supplemental

- All Excel rosters must have the "Chapter" tab completed so the chapter number and name appears on all sheets in the workbook.

- On the "Roster" page, be sure to include the *Status* and *Member Type* information for each record. Without this information, the record is ignored when uploaded to National.

- **NEW!** Send all membership rosters and questions to the following new e-mail address created just for membership information: ***ffamembership@dpi.state.wi.us***

- Payment must be made payable to "**Wisconsin Association of FFA**", not the FFA Center, not DPI, not Keith Eccarius (thanks but no thanks.) I've had problems with our bank when trying to deposit some payments made out incorrectly.

- Include the signed Totals page with the payment.

- No paper rosters will be accepted. All rosters must be submitted using the Excel roster.

- Supplemental rosters – please do not send multiple rosters with 1 student listed in each file. If at all possible, send multiple names in one roster. Last year, I had over 4 supplemental rosters from some chapters. This creates extra work for all of us and the more rosters submitted, the more likely there will be payment issues.

Thank you for your cooperation in making this year's membership process smooth for all of us. As always, contact me with any questions.

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